

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Police Crime Statistician

Date: 1995

Purpose of Job

The purpose of this job is to perform statistical analysis of data as it applies to an assigned department. Duties include, but are not limited to: collecting, analyzing and interpreting raw crime figures and reports; converting crime information into crime data; extracting data and performing statistical calculations; providing recommendations and advising of potential crime patterns and trends; compiling reports, and maintaining and updating statistical records for proper documentation.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Productivity and Accountability:

- Collects, analyzes and interprets raw crime figures and reports from various departmental units and other law enforcement agencies; converts crime information into useable crime data.
- Performs routine statistical calculations to compile and summarize criminal activities; prepares calculated data for analysis by tabulating and coding data.
- Analyzes sensitive reports and crime data; prepares time series analysis to identify crime patterns and unique method of operation; determines conditions affecting interpretation of statistical results.
- Sorts police reports into proper crime categories and submits to respective analyst; pins crime reports according to location or method of operation.
- Enters pertinent information into appropriate computer database; maintains computer database.
- Retrieves information from pertinent database necessary for the completion of requested and proactive reports, charts, graphs and tables.

Planning and Organizing:

- Arranges daily activities to meet required deadlines.

- Inventories office supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

Communication:

- Responds to questions, complaints and requests for information by telephone or in person from analysts, zone personnel, employees, superiors, etc.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Administrative Duties:

- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Substitutes for co-workers in temporary absence of same; performs flexible unit assignments as needed; performs other administrative tasks as assigned.
- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.
- Attends shift meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

Problem Identification and Solution:

- Identifies problem locations by collecting and reviewing data; provides recommendations and advises of criminal activity pattern.
- Researches and monitors developing crime trends in various areas.

Equipment Use and Maintenance:

- Operates a computer, printer, etc., to enter, store and retrieve data to prepare and produce reports, compose routine correspondence and disseminate information to others on the system; uses knowledge of various software programs in an effective and efficient manner.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports.
- Uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.

Record Keeping and Documentation:

- Maintains statistics and prepares a variety of weekly, monthly and year-end statistical reports; prepares reports for specific assignments.

- Prepares charts, graphs and tables displaying results of statistical analysis; completes daily time sheet.
- Composes and prepares routine correspondence, letters, memoranda and other documents; maintains files and records of reports, forms, requests, memoranda, etc.; completes maintenance requests for equipment needing service and/or repair.

Interpersonal Relations:

- Interacts with community organizations, citizens, business owners and the general public by giving information to help prevent crime in their area; exchanges data with other agencies.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has general knowledge of statistical research and analysis, local ordinances and law enforcement practices necessary in the completion of daily responsibilities. Ability to follow policies, procedures, plans and activities to perform established goals. Ability to perform and comply with department plans and objectives for the expedience and effectiveness of specific duties of the City. Ability to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to departmental operations and local law enforcement activities. Is able to effectively communicate and interact with supervisors, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and prepare written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Ability to use independent judgement and discretion in determining and deciding upon procedures to be implemented, setting priorities, maintaining standards. Ability to comprehend, interpret, and apply regulations, procedures, and related information. Has knowledge of the terminology, principles and methods utilized in area of responsibility. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Ability to read, understand and interpret statistical data, reports and related materials and perform related work as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED required; one year experience in analysis and statistical work required; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this job. Must pass a background investigation. Applicants must complete training and obtain Georgia Crime Information Center (GCIC) certification within six months of employment.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and/or office equipment. Must be able to move or carry job related objects or materials. Physical demand requirements are at levels of those for sedentary or office environment work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to communicate with people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May require the ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

NUMERICAL APTITUDE: May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.